

# **National Student Loan Data System**

## **Loan Exit Counseling Extract Record Layouts for Lenders and Lender Servicers**

**Completion Extract – Ad-Hoc (EXTC02)  
Summary by Date Extract – Ad-Hoc (EXTCD2)  
Summary by SSN Extract – Ad-Hoc (EXTCS2)**

**July 25, 2013**

# **1 Loan Exit Counseling Completion Extract for Lenders and Lender Servicers (EXTC02)**

*Loan Exit Counseling Completion Extract (EXTC02)* for lenders and lender servicers provides lenders and lender servicer users with a detailed report of students who have completed Loan Exit Counseling and have a relationship with the lender or lender servicer. Output results contain the student's demographic data including reported addresses for borrower, employer, references, and next of kin, as well as the media type, source, and completion date and time of the Loan Exit Counseling session. This report can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site.

## **Ad-Hoc Completion Report (Report ID = EXTC02):**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and School Branch ID, leave the asterisks (\*) for all schools and school branches, or enter a six-digit School ID and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for borrowers from all branch campuses of the six-digit School ID who completed Loan Exit Counseling. In order for records to display as part of the list, they must also have a relationship with the lender or lender servicer. The user may designate a date range or leave the defaulted dates to receive all cumulative records. The user may also choose a sort order of SSN or Last Name/First Name. The asterisk (\*) in the SSN field will retrieve all Loan Exit Counseling student records according to the other selection criteria. Processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message class EXNSFFOP. Pre-formatted report output is sent with message class EXITFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

The following sections contain the layout of the header, detail, and trailer records for the fixed width extract version of the output. Each extract output will include one header record, zero, one or many detail records, and one trailer record.

The record layout tables contain the position, data element name, description, field format, and field length as they will appear on the fixed width extract file.

NEW! The following updates have been made to the last version of this document dated March 12, 2012:

1. Updated the Source field to include a new value of "C" for Loan Exit Counseling records submitted by StudentLoans.gov to NSLDS.

## 1.1 Loan Exit Counseling Completion Extract Record Layout for Lenders and Lender Servicers

*Loan Exit Counseling Completion Header Record*

*Length = 1319*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header.	Char.	1
2	41	Header Title	Value 'EXIT COUNSELING COMPLETION'.	Char.	40
42	47	Report ID	Identifier of report. Value 'EXTC02'.	Char.	6
48	53	School ID	Code of the school six-digit OPE-ID being reported on. If all schools are selected (*), this field displays as "%%%%%%%%".	Char.	6
54	55	School Branch ID	Code for the school branch being reported on. If all school branch campuses are selected (*), this field displays as "%%".	Char.	2
56	63	Begin Date	Lower end of date range.	Date	8
64	71	End Date	Upper end of date range.	Date	8
72	80	SSN	Social Security Number of student being reported on. If all SSNs are selected (*), this field displays as "%%%%%%%%%%".	Char.	9
81	81	Submittal Extract Report Type	'E' = Standard extract data file.	Char.	1
82	89	Submittal Date	Date when the report request is submitted. Format CCYYMMDD.	Date	8
90	95	Submittal Time	Time when report request is submitted. Format HHMMSS.	Time	6
96	106	Filler	Blank	Char.	11
107	112	Lender ID	Code for the Lender requesting the report. If Lender Servicer, this field is blank.	Char.	6
113	118	Lender Servicer ID	Code for the Lender Servicer requesting the report. If Lender, this field is blank.	Char.	6
119	1319	Filler	Attribute to complete record length.	Char.	1201

*Loan Exit Counseling Completion Detail Record*

*Length = 1319*

<b>Pos FR</b>	<b>Pos TO</b>	<b>Data Element</b>	<b>Description</b>	<b>Field Format</b>	<b>Lth</b>
1	1	Record Type	'1' – Represents Detail.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student First Name	Student First Name.	Char.	35
46	80	Student Middle Initial	Student Middle Initial.	Char.	35
81	115	Student Last Name	Student Last Name.	Char.	35
116	123	Student DOB	Student Date of Birth Format CCYYMMDD.	Date	8
124	188	School Name	School Branch Name.	Char.	65
189	194	School ID	School OPEID Code.	Char.	6
195	196	School Branch ID	School OPEID Branch Code.	Char.	2
197	204	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8
205	208	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
209	209	Media Type	Code indicating how the student performed their Loan Exit Counseling. P = Paper E= Electronic	Char.	1
210	210	Source	Code indicating the source of the Loan Exit Counseling session data. I = NSLDS E = School C = StudentLoans.gov	Char.	1
211	240	DL Number	Student's driver license number.	Char.	30
241	242	DL State	State in which the student's driver license was issued.	Char.	2
243	282	Street Address 1	Address Line 1 of student's current address.	Char.	40
283	322	Street Address 2	Address Line 2 of student's current address.	Char.	40
323	352	City	City of student's current address.	Char.	30
353	354	State	State of student's current address.	Char.	2
355	356	Country	Country of student's current address.	Char.	2
357	373	Zip Code	Zip or postal code of student's current address.	Char.	17
374	385	Phone Number	Telephone number of student's current address.	Char.	12

<b>Pos FR</b>	<b>Pos TO</b>	<b>Data Element</b>	<b>Description</b>	<b>Field Format</b>	<b>Lth</b>
386	513	E-mail Address	E-mail address of student.	Char.	128
514	573	Name	Employer of the student.	Char.	60
574	613	Street Address 1	Address Line 1 of student's employer.	Char.	40
614	653	Street Address 2	Address Line 2 of student's employer.	Char.	40
654	683	City	City of student's employer.	Char.	30
684	685	State	State of student's employer.	Char.	2
686	687	Country	Country of student's employer	Char.	2
688	704	Zip Code	Zip code of student's employer.	Char.	17
705	716	Phone Number	Telephone number of student's employer.	Char.	12
717	751	First Name	First name of next-of-kin.	Char.	35
752	786	Last Name	Last name of next-of-kin.	Char.	35
787	826	Street Address 1	Address Line 1 of next-of-kin.	Char.	40
827	866	Street Address 2	Address Line 2 of next-of-kin.	Char.	40
867	896	City	City of next-of-kin.	Char.	30
897	898	State	State of next-of-kin.	Char.	2
899	907	Zip Code	Zip code of next-of-kin.	Char.	9
908	917	Phone Number	Telephone number of next-of-kin.	Char.	10
918	952	First Name	First name of first reference.	Char.	35
953	987	Last Name	Last name of first reference.	Char.	35
988	1027	Street Address 1	Address Line 1 of first reference.	Char.	40
1028	1067	Street Address 2	Address Line 2 of first reference.	Char.	40
1068	1097	City	City of first reference.	Char.	30
1098	1099	State	State of first reference.	Char.	2
1100	1108	Zip Code	Zip code of first reference.	Char.	9
1109	1118	Phone Number	Telephone number of first reference.	Char.	10
1119	1153	First Name	First name of second reference.	Char.	35
1154	1188	Last Name	Last name of second reference.	Char.	35
1189	1228	Street Address 1	Address Line 1 of second reference.	Char.	40
1229	1268	Street Address 2	Address Line 2 of second reference.	Char.	40
1269	1298	City	City of second reference.	Char.	30
1299	1300	State	State of second reference.	Char.	2
1301	1309	Zip Code	Zip code of second reference.	Char.	9
1310	1319	Phone Number	Telephone number of second reference.	Char.	10

*Loan Exit Counseling Completion Trailer Record**Length = 1319*

<b>Pos FR</b>	<b>Pos TO</b>	<b>Data Element</b>	<b>Description</b>	<b>Field Format</b>	<b>Lth</b>
1	1	Record Type	‘9’ – Represents Trailer Record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	1319	Filler	Attribute to complete record length.	Char.	1309

## **2 Loan Exit Counseling Summary Extract for Lenders and Lender Servicers (EXTCD2 and EXTCS2)**

*Loan Exit Counseling Summary Extract (EXTCD2 and EXTCS2)* provides Lender and Lender Servicer users with a summary report of students who have completed Loan Exit Counseling and have a relationship with the Lender and Lender Servicer. Output results contain the student's SSN, last name, first name, middle initial, the OPEID code of the school the student is exiting, as well as completion date and time of the Loan Exit Counseling session. This report can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site.

### **Ad-Hoc Summary Reports (Report IDs = EXTCD2 and EXTCS2):**

The ad-hoc Loan Grant Exit Counseling Summary Extract can be requested by Dates or SSNs. Although the report IDs are different, both results utilize the same layout and extract file output message class. The Dates option provides the capability to request summary results by Beginning and Ending Dates, or by selecting one of the predefined “Completed in Past” ranges. The SSNs option allows up to 19 SSNs to be requested.

#### **Ad-Hoc Summary Report by Dates (Report ID = EXTCD2):**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and School Branch ID, leave the asterisks (\*) for all schools and school branches, or enter a six-digit School ID and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for students from all branch campuses of the six-digit School ID who completed Loan Exit Counseling and who have a relationship with the lender or lender servicer. The user may designate a Beginning Date and End Date (leaving the defaulted Beginning and End Dates will retrieve all cumulative records) or select a predefined “Completed in Past” range (completed within the past 10, 30, 60, 90, or 120 days) from the dropdown box. The user may also choose a sort order of SSN or Last Name/First Name. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message class EXSMFFOP. Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

#### **Ad-Hoc Summary Report by SSNs (Report ID = EXTCS2):**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and School Branch ID, leave the asterisks (\*) for all schools and school branches, or enter a six-digit School ID and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for students from all branch campuses of the six-digit School ID who completed Loan Exit Counseling and who have a relationship with the lender or lender servicer. The user may enter up to 19 SSNs without hyphens; at least one is required. The sort order automatically defaults to SSN order. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message class EXSMFFOP. Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

*Loan Exit Counseling Summary Header Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header Record.	Char.	1
2	45	Header Title	Value 'EXIT COUNSELING SUMMARY BY' with type: 'DATE' or 'SSN'.	Char.	44
46	51	Report ID	Identifier of report. Value 'EXTCx2'; Where 'x' represents the following valid values: D = by Date, S = by SSN	Char.	6
52	57	School ID	Code for the school being reported on. If all schools are selected (*), this field displays as “*”.	Char.	6
58	59	School Branch ID	Code for the school branch being reported on. If all school branch campuses are selected (*), this field displays as “*”.	Char.	2
60	67	Begin Date	Lower end of date range.	Date	8
68	75	End Date	Upper end of date range.	Date	8
76	78	Date Period	Completed in the past number of dates. Values available: 010, 030, 060, 090, 120, or 000 if "USE BEG/END DT" option was selected.	Char.	3
79	83	Filler	Attribute to complete record length.	Char.	5
84	84	Submittal Extract Report Type	'E' = Extract data file.	Char.	1
85	92	Submittal Date	Date when the report request is submitted. Format CCYYMMDD.	Date	8
93	98	Submittal Time	Time when report request is submitted. Format HHMMSS.	Time	6
99	106	User ID	NSLDS User ID code of the user making the request.	Char.	8
107	109	Filler	Attribute to complete record length.	Char.	3
110	115	Lender Code	Code for the Lender being reported on. If user is a lender, this field is populated with the lender code. Otherwise, it is blank. .	Char.	6
116	121	Lender Servicer Code	Code for the Lender Servicer being reported on. If user is a lender servicer, this field is populated with the lender servicer code. Otherwise, it is blank.	Char.	6
122	130	SSN 1	SSN 1 request.	Char.	9
131	139	SSN 2	SSN 2 request.	Char.	9



Pos FR	Pos TO	Data Element	Description	Field Format	Lth
140	148	SSN 3	SSN 3 request.	Char.	9
149	157	SSN 4	SSN 4 request.	Char.	9
158	166	SSN 5	SSN 5 request.	Char.	9
167	175	SSN 6	SSN 6 request.	Char.	9
176	184	SSN 7	SSN 7 request.	Char.	9
185	193	SSN 8	SSN 8 request.	Char.	9
194	202	SSN 9	SSN 9 request.	Char.	9
203	211	SSN 10	SSN 10 request.	Char.	9
212	220	SSN 11	SSN 11 request.	Char.	9
221	229	SSN 12	SSN 12 request.	Char.	9
230	238	SSN 13	SSN 13 request.	Char.	9
239	247	SSN 14	SSN 14 request.	Char.	9
248	256	SSN 15	SSN 15 request.	Char.	9
257	265	SSN 16	SSN 16 request.	Char.	9
266	274	SSN 17	SSN 17 request.	Char.	9
275	283	SSN 18	SSN 18 request.	Char.	9
284	292	SSN 19	SSN 19 request.	Char.	9
293	300	Filler	Attribute to complete record length.	Char.	8

*Loan Exit Counseling Summary Detail Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'1' – Represents Detail Record.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student Last Name	Student Last Name.	Char.	35
46	80	Student First Name	Student First Name.	Char.	35
81	115	Student Middle Initial	Student Middle Initial.	Char.	35
116	123	OPEID	Attending School Code/School Branch Code.	Char.	8
124	131	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
132	135	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
136	300	Filler	Attribute to complete record length.	Char.	165

*Loan Exit Counseling Summary Trailer Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer Record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	300	Filler	Attribute to complete record length.	Char.	290